

To: Amy Bettinger-Wells
Town Clerk
Town of Sullivan Office Building
7507 Lakeport Road
Chittenango, New York 13037

RE: Freedom of Information Act Request

Pursuant to Article 6 of the Public Officers Law, known as the Freedom of Information Law, I hereby request the following public records:

My request for records is limited to those which are requires to be provided by the Freedom of Information Law.

I agree to pay the fee of \$0.25 per photocopy page, not in excess of 9" X 14", and the actual cost of reproducing any other record, except when I a different fee is otherwise prescribed by statute.

DATED: _____

Signature of Applicant
Address:

NOTE: The Town of Sullivan will, within five business days of the receipt of this request for a record reasonably described, make such record available to the person requesting it, deny such request in writing, or furnish a written acknowledgement of the receipt of such request, and a statement of the approximate date when such request will be granted or denied, including, where appropriate, a statement that access to the record will be determined in accordance with Subdivision 5 of Section 89 of the Public Officers Law.